

**VIRGINIA DEPARTMENT OF TRANSPORTATION
CONSULTANT & LOCALITY PROJECTWISE REQUEST FORM
FOR LOCALLY ADMINISTERED PROJECTS (LAP)**

(Please type or print legibly)

Date: _____

Requester's Information

Name: _____ Signature: _____

E-mail Address (ProjectWise Login): _____

Firm Name: _____ Phone Number: _____

Locality Users automatically get 'Read' access to all folders therefore no form is required for Read access

Project Access Request Information

UPC #: _____

District: _____

Setup New Project: ☐

ProjectWise Deliverables Management

(PWDM) Access: ☐ Yes ☐ No

Folder Write Access

____ 00 Submittals
____ 01 Invoices and Reimbursements
____ 02 Agreements and Authorizations
____ 03 Consultant Award
____ 04 Project Development and Plans
____ 05 Civil Rights
____ 06 Environmental
____ 07 Public Involvement
____ 08 Advertisement and Award
____ 09 Construction and Closeout
____ Current Drawings

Folder Read Only Access

____ 00 Submittals
____ 01 Invoices and Reimbursements
____ 02 Agreements and Authorizations
____ 03 Consultant Award
____ 04 Project Development and Plans
____ 05 Civil Rights
____ 06 Environmental
____ 07 Public Involvement
____ 08 Advertisement and Award
____ 09 Construction and Closeout
____ Current Drawings

Other: _____

Other: _____

Sub Folder (If applicable): _____

Sub Folder (If applicable): _____

VDOT Project Coordinator's Name: _____ Signature: _____

(Wet or Digital Signature)

The VDOT Project Coordinator MUST e-mail the completed form to the [CADD Support Helpdesk](#) for ProjectWise access to the UPC # requested.

Consultants MUST have access to the Location and Design ProjectWise Site before access can be given to a UPC number. If the consultant needs ProjectWise access, please fill out the [LD-899](#) and [ITD-36E](#) forms and e-mail completed forms to CADDsupport@VDOT.Virginia.gov.

If you have any questions, contact CADDsupport at caddsupport@vdot.virginia.gov.